

REGULATION

SPDOC No.: 03-33	Effective Date: October 26, 2003	Index Reference: Moving Expenses	Regulation Number: 5.15
Issuing Bureau: Human Resource Services	Rule Reference: Rule: 5-7 (Expense Reimbursement)		Replaces: Reg. 5.15 (CS-6940, March 18, 2001)
Subject: MOVING EXPENSES			

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1. PURPOSE

This regulation establishes the standards and procedures for the payment of moving expenses.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

Rule 5-7 Expense Reimbursement

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5-7.2 Moving Expense Reimbursement

(a) Eligibility.

- (1) Employees. An employee who receives a lateral job change for the convenience and benefit of the state is eligible for reimbursement of moving expenses in accordance with the standardized travel regulations. An employee who is displaced because of a reduction in force and exercises employment preference is not eligible for reimbursement of moving expenses.*
- (2) New employees. An appointing authority may pay the moving expenses of a new employee not previously on the state payroll, in accordance with the standardized travel regulations.*

(b) Rates. The rates for reimbursement of moving expenses are established in the standardized travel regulations.

3. **STANDARDS**

- A.** The State pays the following household moving expenses if the employee is transferred for the convenience and benefit of the State.
1. Transportation charges up to a maximum of 14,000 pounds moved by common carrier, including bridge tolls, elevator, or flight charges.
 2. A maximum of \$800 for packing charges.
 3. The actual cost of moving mobile homes, including furnishings, used as normal residence, plus a maximum allowance of \$1,000 for blocking, unblocking, securing contents, or expando units.
 4. Insurance costs as provided for in Department of Management and Budget Administrative Guide, Procedure 0430.01.
- B.** The State will not pay for moving new employees not previously on the State payroll, except as authorized by the appointing authority and the director of the Department of Management and Budget.
- C.** The procedures for payment of household moving expenses of employees are contained in the Administrative Guide of the Department of Management and Budget, procedure 0430.01.
- D.** The allowance for payment of travel, lodging, and meals in relation to changes in official workstation is contained in section 4.5 of the Standardized Travel Regulations.
- E.** The Department of Management and Budget, Office of Purchasing, is responsible for authorizing and approving household moving expenses in accordance with policy.

CONTACT

Questions regarding this regulation should be directed to the Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909; by telephone, at 517-373-3048 or 1-800-788-1766; or by e-mail to MDCS-BHRS@michigan.gov.

NOTE: Regulations are issued by the State Personnel Director, under authority granted in the *State of Michigan Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.